How to Find Job Information on GWEB

1. Log into GWEB
2. Go to Employee Information
3. Select Current and Past Jobs
4. The list of jobs will appear on the screen with your Position and 2 digit Suffix code and Organization Code
5. Under Job Type, it will say if the position is "Primary" or "Secondary"

Current and Past Jobs

<table>
<thead>
<tr>
<th>Position</th>
<th>Job Type</th>
<th>Orgn Code</th>
<th>Title</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Job Classification Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>600545</td>
<td>00 Primary</td>
<td>633001</td>
<td>Sys Admin, Time Reporting Sys</td>
<td>07/07/08</td>
<td></td>
<td>Click Here</td>
</tr>
</tbody>
</table>

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